Shelton State Community College
Adult Education Program Newsletter

Quarter I / II
July – December 2009
Volume 5- Issue 1

News - Events -
Seasonal Information and
Activities

Letter from Mr. Phillip Johnson:

In June 2009, I began serving as acting Director of Adult Education, and in October I was selected as Director. It is a real privilege for me to serve in this role; we have an outstanding faculty and staff, outstanding students, and outstanding support from our college administration and agency partners. Our previous year was our best ever as we saw enrollment, functioning level gains, and number of CRC's and number of GED's increase. The current year holds even more promise as we seek to exceed new goals and expand our service to rural areas. We also have the promise of renovated classroom and office space, new software and curriculum for our students at all functioning levels, and new opportunities for our students as we collaborate with our Ready to Work partners from the SSCC Center for Workforce Development. In addition, SSCC has a new GED Testing Center which will provide more opportunities for students as they complete their classroom preparation and take the next step in registering for and passing the GED test. We are a great team with a very important mission. I look forward to continued success as we work together to meet the needs of our students and help them achieve their goals!

SSCC Staff Spotlight:

Dr. Graham Hatcher is Assistant to the President at Shelton State, a position he has held since September 1, 2008. "All in a day's work" is how Dr. Hatcher describes the nature of his duties at Shelton. His first day on the job coincided with the relocation of 400 Hurricane victims to campus, allowing him a unique opportunity to meet many members of the campus community and develop an appreciation for the commitment and compassion that are hallmarks of our faculty and staff. Serving on search and selection committees, participating in the strategic planning discussions resulting in *Shelton 2020*, supporting the college's CQI initiatives, and assisting the president with daily operational matters have filled the majority of his days, which have been rewarding beyond measure.

The Greenville, SC, native followed his parents' careers in higher education upon the completion of associate, bachelor's, master's and doctoral degrees from Martin College, Belmont University, Western Kentucky University, and Vanderbilt University, respectively. His thirty years of service to six institutions has ranged from faculty and coaching positions to campus provost and interim president. When asked to comment on the importance of adult education, he noted, "Providing opportunities for educational enrichment is central to what defines Shelton State Community College. With the success and innovation of our Adult Education program, the excellence of our staff and faculty, and the commitment of the administration, members of the local community are fortunate to have such a fine setting in which to achieve their personal and career goals, at a pace that works for them."

Student Spotlight:

Asmahan Saleh began attending SSCC Adult Education ESL classes in October, 2007, at the Crestmont site and has continued studying English at Tuscaloosa's One Place ESL class. Asmahan came to the United States from Yemen with her family five years ago when she was a teenager. Her father, who was involved in the military in Yemen, came to the US for political refuge.

Asmahan's main opportunity to speak and study English is in class since her family and friends speak Arabic at home. She is an intelligent student who works very hard to succeed. Her primary hurdle to overcome in order to learn English has been understanding and pronouncing new vocabulary words. After testing out of ESL, she began studying for the GED test, which she has taken once this year. She plans to retest in September and hopes to gain enough points to pass. Her long term academic goal is to attend Shelton State Community College and study toward becoming a physician's assistant. Diane Fowler, the AE and ESL instructor at the Tuscaloosa One Place class site, describes Asmahan as thoughtful, considerate, and a delight to teach. When Asmahan was asked to comment about her time in adult education classes she said, "I enjoy learning English and I want to continue until I get my education and get a better job."

YouthBuild Partnerships:

The YouthBuild Program provides qualifying residents with compensation while they are completing educational and job training programs. The Shelton State Community College Adult Education Program is partnering with the Sumter and Pickens County YouthBuild Programs to provide the educational preparation classes for the participants. The program design is for participants to prepare for and obtain a GED and then continue their education by enrolling in a carpentry certificate program. Individuals who qualify for this opportunity must be 17-24 years of age, a high school dropout or a high school senior that will not graduate because they have not met the graduation requirements, economically disadvantaged, and an adjudicated youth or a youth aging out of foster care.

The Pickens County participants will attend the CA Fredd AM AE class to prepare for the GED. After successfully passing the GED, the participants will apply to Shelton State Community College and register for carpentry classes. The Sumter County participants will attend the University of West Alabama AE class for GED preparation. These participants will complete their carpentry job training in York, Alabama. Each student who graduates with a carpentry certificate will be prepared to enter the workforce with the credentials to be a vital asset to a local or national construction company.

Alabama Adult Education System for Accountability and Performance (AAESAP) Updates:

- We are in full swing with quarter two data. DPE and the feds raised our 2009-2010 percent of functioning level gain goal for ABE from 61% to 68%.

- DPE is still working with the Alabama Supercomputer System on a new data base website. We hope to see the unveiling soon!

- The SSCC GED Test Center has tested over 30 students and looks forward to testing many more. The convenience of the new testing center and the reduced testing fee along with the vouchers provided by the Unity Center grant should make this even more convenient for our students.

Attendance Verification:

Candy Denny (candy.denny@sheltonstate.edu / 205/391-2673) documents all attendance verification for the SSCC Adult Education Program**. Students needing enrollment/attendance verification should plan ahead.** A student must have a **Release of Information Form with the relevant recipients (parent, driver's license, court, social security, etc.) listed** before Ms. Denny can provide the attendance verification. Students should also bring the **Request for Enrollment /Attendance Verification Form** with them, which has been filled out and signed by the instructor.

Electronic Technology Inventory Now Available:

Over the last two years, **Gary Youngblood** has developed an inventory database that stores and consolidates our program's inventory that is spread throughout our five county service area. During this year, most of the adult education classes were able to view their inventory electronically. AE instructors will no longer have to manually write the serial numbers for each of their computers on a sheet, they will only be asked to check to make sure what is on file is still current. Additions or deletions should be corrected and sent back to Mr. Youngblood so that the program's inventory database is as current as possible. The few classes that will be required to fill out an entire inventory this year will have their data entered into the program's electronic inventory database and it will be available for them in the years to come. The electronic design should help save time and effort that instructors put forth annually collecting data.

Drop Out Recovery Plan:

At the end of every nine-week term, **Kay VanLuvender** from the adult education office sends high school counselors in the service area a request for information about each student age 17 and older who has dropped out during the term, including a *Student Information Form*. The counselors complete and return the form, which includes contact information, reason for dropping out, and helpful comments for recovery. Ms. VanLuvender then contacts the students and provides them with information about Adult Education classes. On November 17, **Curtis Coleman** (Site Coordinator for Bibb Greene, Hale, and Sumter Counties) and Phillip Johnson met with principals and counselors in Hale County to discuss dropout recovery. The partnership with high schools is working well. We appreciate all they do to help their students connect with our program.

In addition, the College's Director of Recruiting, sends a quarterly email newsletter to all the counselors in our service area. The phone number for the Counseling Center is 205.391.2232.

Plus Update:

PLUS Tuscaloosa is a community wide effort using trained volunteers to teach adults to read. The program is administered and coordinated by the Shelton State Community College Adult Education Program and is funded by the Department of Post Secondary Education and by contributions from community organizations, churches, businesses and individuals. PLUS Tuscaloosa has three goals: to raise awareness of the problem of adult functional illiteracy; to recruit and train volunteer reading tutors; and, to encourage participation of those who need assistance with reading. The program needs interested adults who can read and write English well, relate with sensitivity and compassion, and demonstrate patience and perseverance. **You do not need to be a professional teacher to volunteer.**

Diana Whitt and **Frances Hodgins** are the dynamic duo from Shelton State Community College's Adult Education PLUS Program that was honored at the Literacy Luncheon hosted by the West Alabama Literacy Council on September 9, 2009. They have been literacy partners since 2003. They still meet to study lessons, and if they cannot meet, Diana reads to Frances over the telephone. Frances Hodgins is a retired administrator and avid gardener who wanted to share her time and talents. Diana Whitt is a University employee and mother of 4 who wanted to improve her life. They have worked together for six years and each one has successfully achieved her goal. They have become partners and friends and have a great sense of admiration and respect for each other. Diana has improved her reading so much that she is now able to read the Bible, but like many new readers, she is so excited about her reading ability, that she is reading everything in sight. She also is helping an elderly friend with her reading. This is a true example of Dr. Laubach's "Each One Teach One" philosophy – if every reader volunteered to teach a non-reader to read, we could stamp out illiteracy.

English as a Second Language (ESL) Update:

We currently offer ESL classes in Tuscaloosa County (Tuscaloosa's One Place and Holy Spirit Catholic Church). The Tuscaloosa's One Place (TOP) class meets Tuesday and Thursday mornings; the Holy Spirit class meets Monday and Wednesday evenings.

AE staff members are pleased to participate in Tuscaloosa County's Hispanic Service Providers Network, which is coordinated by TOP. Many of the network providers including the SSCC AE Program provided informational booths at the University of Alabama 2nd Annual Cultural Fest in Northport, Alabama.

Adult Education and Family Literacy Week:

The U.S. House of Representatives declared October 18-23, 2009 as Adult Education and Family Literacy Week. The Shelton State Adult Education Program recognized this as an opportunity to show the residents of West Alabama how to receive adult education and literacy services in their own community. The SSCC AE Program partnered with the McDonald Hughes Center Head Start Program to encourage young children to read. A total of seven AE students devoted two days to read aloud to the Head Start students. The AE students enjoyed reading Halloween books to the children and as a result became educational role models for the children in their community.

The SSCC AE Accelerated PLUS class, an accelerated literacy class offered at the C. A. Fredd campus, celebrated this literacy week by creating posters, composing essays to explain the importance of reading, and handing out "literacy week" goody bags to raise literacy awareness.

WorkKeys® Update:

Our Adult Education students continue to take advantage of the opportunity to take the WorkKeys® assessment which is available to all our Adult Education students based on a prerequisite Targeted Instruction score. Instructors help ensure that students are ready for the WorkKeys® assessment by verifying that the students

- Have attended AT LEAST 12 hours in Adult Education classes
- Have passed the Official Practice GED

KeyTrain on-line software is available for students to use in preparation for the test, and students are encouraged to work on KeyTrain as often as possible, paying special attention to Locating Information. If students are ready to pass the GED test, they are also encouraged to take the WorkKeys® assessment. When a student has met these requirements and is ready to take the assessment, instructors send a hard copy or an email copy of the WorkKeys® Online Registration Form to Gary Youngblood (gyoungblood@sheltonstate.edu). The assessment is given on Friday mornings at 8:30 and lasts until approximately 11:30. Each section of the assessment is 55 minutes. **The assessment is not given each week but is scheduled based on the number of students who need to take it**. The assessment is administered in the GED Classroom on the C.A. Fredd Campus. Students are responsible for their own transportation to the assessment.

Alabama Career Readiness Certificate (CRC):

The Shelton State Community College Adult Education program assessed a total of 71 students between July 1 – November 6, 2009. A total of 69 CRC's were earned which yields a **97%** success rate. Only 2 students have failed to earn a CRC. A breakdown of the CRC's earned in each category is as follows:

- CRC Breakdown:
  - Bronze - 21
  - Silver – 44
  - Gold - 4

Shelton State Community College GED Testing Center:

In order to better accommodate our adult education students, Shelton State opened a test center in October. Gary Youngblood and **Lisa McKnight** are currently offering the GED test at the C.A. Fredd Campus on a small scale, and then full-scale in January, 2010. Until January, we will be able to accommodate up to nine students weekly, and then in January we hope to offer the test for up to twenty students weekly.

GED Test Registration sessions are offered on most Tuesdays and the test is given on Wednesdays. Students need to contact us at **205.391.2676** for more information and to schedule the test. Students must attend a GED Test Registration session prior to taking the test.

Thanks to the generosity of **Ms. Carolyn Edwards** and the C.A. Fredd Unity Center, GED test fee vouchers are now available to students who meet eligibility criteria. The voucher covers the $50 test fee.

Criteria are as follows:

- Enrollment in Shelton State Community College Adult Education class (to include at least 12 hours attendance during program year and TABE Pre and Post Test with justification if Post Test is given prior to 60 hours)
- Average Standard Score of 500 or greater on the five parts comprising the Official Practice GED Test, with at least a 450 on each part
- Score of 3 or greater on ACT WorkKeys® assessment
- Student's first time to take GED Test

Alabama GED Scholarship (AGS):

- GED recipients are eligible to participate in a tuition scholarship program. Alabama GED Scholarship (AGS) Applications may be downloaded from the AL College System web site at http://www.acs.cc.al.us. Click on GED, then Scholarship Application. A copy of the press release may also be viewed at this site.
- For additional information, contact the AE office or **Ms. Jan Rogers** in the Counseling Center.

Ready To Work

The Ready-to-work (RTW) Program is operated through the Alabama Department of Postsecondary Education division of Workforce Development. The College's **West Alabama Center for Workforce Development** will continue to provide Ready To Work (RTW) classes in Tuscaloosa County. Employment, retention, and wage gain information for all participants is tracked. The RTW program goal is successful completion of the Alabama Certified Worker examination; RTW Program participants are required to secure the Alabama Career Readiness Certificate in order to complete the program. The College's West AL Center for Workforce Development and Adult Education staff partner to promote the GED, CRC, and entrance into post-secondary training. During the initial Tuscaloosa County AE orientation, students are introduced to the RTW process and how they can work towards furthering their education and employability through earning an additional certificate in RTW. Students who are interested in entering the RTW Program after receiving a GED can prepare for the Alabama Industrial Development Training (AIDT) test while attending their AE class. In order to complete the AIDT Certification, an individual must complete CAT1, obtain a CRC, and master workplace modules. In the AE classes, students can accomplish two of the three AIDT requirements before ever entering RTW. The computer application training program is now available and students will be granted access during their AE orientation. AE instructors can call **George Pratt**, Assistant Director of Workforce Development, at 391-2385 to schedule a RTW class speaker, and students can be referred to him to enroll in RTW.

Adult Education Advisory Council:

The program's advisory council is made up of community leaders from the program's five-county service area. The council members share their time and expertise. This year's Advisory Council includes: **Isaac Atkins** (Greene County Schools), **Janet McGahey** (Tuscaloosa County – Voc. Rehab), **Lew Drummond** (Tuscaloosa - West Alabama Center for Workforce Development), **Donald Elam** (Bibb County Schools), **Linda Hardwick** (Tuscaloosa County – Alabama Employment Services), **Joyce Levey** (Tuscaloosa City Schools), **Rebecca Mims** (Tuscaloosa County Schools), **Cheryl Price** (Bibb County Correctional Facility), **William Ryan** (Hale – AL Court System), **Frank Stegall** (Hale County Schools), **Thomas J. Taylor** (Tuscaloosa – Shelton State Community College) and **Fred Primm** (Sumter County Schools). The council members or their representatives met on October 27th in the Unity Center on the C.A. Fredd campus. During the meeting, **Dr. Mark Heinrich**, president of Shelton State Community College, thanked the council for their leadership; **Mr. Ronald Range**, C.A. Fredd campus director, welcomed the group, **Dr. Tommy Taylor,** Dean of Student Services, gave an update on DPE expectations for the new program year, and Phillip Johnson discussed program achievements for the 08-09 program year. The council will meet again prior to the GED graduation in spring of 2010.

QEP

The College has unveiled its **Quality Enhancement Plan** which is **improving student success in online classes**. Visit our QEP Blog at www.sheltonstate.edu.

Update on Local Recruitment Efforts:

- Phillip Coleman's radio spot – July 9th – Kristen Bobo, Curtis Coleman
- Tuscaloosa Housing Authority Event - July 14th – Kristen Bobo
- West Alabama Community Summit – July 18th – Kristen Bobo, Julia Chancy, Phillip Johnson
- Phillip Coleman's radio spot – August 6th – Kristen Bobo, Curtis Coleman
- Hispanic Service Providers – August 18th – Kristen Bobo, Phillip Johnson
- Livingston Head Start Luncheon – September 2nd – Curtis Coleman
- Eutaw Woman to Woman Center Meeting – September 28th – Curtis Coleman
- Phillip Coleman's radio spot – September 4th – Kristen Bobo
- West Alabama Literacy Luncheon and Workshop – September 8-9 – Kristen Bobo, Julia Chancy, Phillip Johnson
- Hispanic Service Providers –October 20th – Kristen Bobo, Phillip Johnson
- Hispanic Service Providers – November 18th – Kristen Bobo

Timesheet Reminder:

Supervisors should receive the Shelton State time sheets (and/or Time and Effort Sheets and/or Work Logs) and the Adult Education and Family Literacy Timesheet by the **12th** of the month unless otherwise notified. Please proof the documents for accuracy and sign them.

AAESAP Reminder:

Contact Hour Reports, Student Sign-in sheets, Update Forms, Separation Forms, and Enrollment Forms should be received by the Site Coordinator by the **3rd** of the month. Please proof the documents for accuracy and sign the Contact Hour Report.

Name That Christmas Song

1. "A corn cob pipe and a button nose": _____
2. "City sidewalk, busy sidewalks, dressed in holiday style": _____
3. "And if you ever saw him": _____
4. "Oh what fun it is to ride": _____
5. "Hang a shining star upon the highest bough": _____

Have a Merry Christmas and a Happy New Year!

Shelton State Community College Adult Education Program
Toll Free Number: 1-877-643-3272 (1-877-6GE-DCRC)
Email: GED@sheltonstate.edu